



MISSOURI DEPARTMENT OF TRANSPORTATION
P.O. BOX 270
830 MoDOT DRIVE
JEFFERSON CITY, MO 65102

SECTION A: VENDOR INFORMATION (COMPLETED BY VENDOR)				
Name:				
Mailing Address (Room, Apt., Suite No., & Street Address or PO Box)				
City	State	Country	Zip Code	
Street Address (DO NOT ENTER A PO BOX)				
City	State	Country	Zip Code	
Vendor Contact Name		Vendor Contact Title		
Telephone Number With Area Code		Fax Number With Area Code		
Email Address		Taxpayer ID Number (TIN)		
Business Status: MBE WBE DBE or NA (Circle All That Apply). Please submit a copy of your certification letter or certificate.				
SECTION B: PLEASE LIST THE COMMODITIES YOUR ORGANIZATION CAN PROVIDE MoDOT				
Please attach an extra sheet if additional space is needed.				
SECTION C: SELECT THE DISTRICT(S) IN WHICH YOU CAN PROVIDE COMMODITIES/SERVICES				
Servicing Districts: Circle all that apply.				
STATEWIDE (Covers all Districts)				
DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
DISTRICT 6	DISTRICT 7	DISTRICT 8	DISTRICT 9	DISTRICT 10
Comments:				
SECTION D: SIGNATURE				
To the best of my knowledge the above information herein is true and accurate as of this date:				
Print Name		Title		
Signature		Date		

Commodities & Services List

A-36 Steel	Calcium Chloride-Liquid
Above Ground Fuel Containment System	Cans- Metal
Abrasives	Carbide Tipped Bits
Accounting Service	Carpet
Actuary And Consulting Services	Cartons
Ada Panels	Catch Basin Cleaners
Advertising Services	Ceilings
Aerial Photography	Central Systems - Trucks
Aerial Units	Chain Link Fence
Aggregate	Chain/Midlinks/Grab Hooks/Wire Cable
Air Compressors	Channelizers
Air Distribution/Ventilation	Chassis Lubricators
Airplanes	Chemicals
Alkyd Gloss Enamel	Chip Spreader/Wood Chipper/Spade/Stump Cutter
Aluminum Sign Hardware	Communications
Antennas	Compactors - Self-Contained/Stationary
Anti-Freeze	Computer Sales And Service
Anti-Ice Systems	Concrete
Arrow Board	Concrete Barrier Wall
Asbestos Abatement-Hazardous Remediation	Concrete Pipe
Asphalt	Concrete Wheel Saw
Asphalt Patch Unit	Construction Supplies
Asphalt Patching Equipment	Control Systems - Trucks
Auction Service	Controllers - Assemblies & Signal Supplies
Audio Visual Equipment	Copier & Scanning Machines
Auger	Corrugated Metal Culvert Pipe
Auto Glass Replacement	Corrugated Polyethylene Double Walled Pipe
Automatic/Self-Serve Wash Bay	Crane Carrier
Automotive Cable	Cranes
Automotive Items	Crawler/Dozer
Backhoes	Custom Casework
Bags	Cylinders
Barricade Lights	Damp Proofing And Waterproofing
Barricades	Delineators
Bars - Sign Mounting	Demolition
Basic - Specialty Doors	Designer/Architect/Consultant
Batteries	Diamond Blades
Blades - Flat Steel	Distance Measuring Devices
Blades - Snow Plow Carbide Tipped	Distributor-Truck/Trailer
Blades - Special Hardening & Curved Hardened Steel	Dowels
Bonding Agent 22 Oz Cartridges For Dowels	Drainage
Boom Mower	Drill Bits
Booster Seats	Drill Presses
Bottled Water	Drills - Including Concrete
Boundary Markers	Drug Testing Services
Brass Key Tags	Dump Bodies
Bridge Pier Cap Coating - Modified Urethane Or Polyurethane Elastomeric	Dump Trucking Service
Bridge Pipe - Crosses And Tees - For Bridge Railing	Dust Collector
Broadcasting Equipment	Electric Welders
Bulbs	Electrical
Bulk Oil - Cole County Area	Electrodes
Bus	Electronic Teaching Devices
Cables/Clamps/Chain	Elevators
Calcium Chloride-Flaked	Embroidery-Custom

Employee Benefit Consulting Services	High Pressure Hot Water Washers
Engines	Higher Education
Equipment Rental	Hoses
Et-2000 Guard Rail & Srt-350	Hostling And Dryage Services
Excavation Service	Human Resources Services
Extended Life Coolant	Hvac
Extra Heavy Duty Trucks -Tandem Axle	Hydraulic Equipment
Extruded Panels	Hydraulic Fittings
Fabric Structure	Hydraulic Fluid
Fasteners/Nuts/Bolts/Screws	Hydraulic Hose
Fencing	Hydraulic Oil
Files	Industrial Cutting Tools
Financial Services	Insurance
Finish Carpentry	Jacks & Stands
Fire Extinguishers	Janitor Supplies
Fire Protection	Janitorial Services
First Aid Safety Supplies	Jersey Barriers
Flags	Joint Sealers
Flashlights	Kardex -Filing System
Flooring	Lab Equipment
Forklifts	Lab Supplies
Framing And Sheathing	Landscaping, Nurseries, Plants
Freight Haulers	Leather Gloves
Fuel	Led Lighting
Fuel - Biodiesel	Lifts
Fuel - Diesel	Light Duty Trucks -86,00 To 19,500 Gvw
Furnishings	Lighting
Galvanized Guard Rail	Limousine Service
Galvanized Steel Marker Posts - Channel	Linseed Oil
Galvanized Steel Or Aluminum Lighting Poles & Transformer Bases	Liquid Fertilizer
Gas Distribution System	Litter Bags
Gas Pumps	Loaders
Gases	Loaders-Skid Steer
Gatorade	Loaders-Telehandler
General Contractor Or Subcontractor	Locks, Door
Generators	Locksmith
Glass Beads	Lubricating Oil-Lithium Grease-Gear Oil-Hydraulic Oil
Glazing	Lumberyard
Ground Speed Controls	Machine Shop
Group Life Insurance	Maintainer & Loader Blades
Gutter And Downspout	Managed Care For Workers Compensation
Hammers	Markers -Right A Way
Hand Rail & Railing	Market Research Service
Hand Tools-All Other	Masonry
Hand Tools-Pliers	Mast Arms - Upright
Hand Tools-Wrenches	Materials Testing Equipment
Handles	Media Conversion Services
Handrail	Medical Services - Mobile
Hard Hats	Melter Application
Hardware And Grinding Wheels	Messenger Boards
Hats-Caps-Boonies	Metal Distributor
H-Bearing Pile Steel	Metallic Abrasive Recycler
Heavy Duty Trucks - Single Axle	Milling Machines
Herbicides	Mineral Spirits

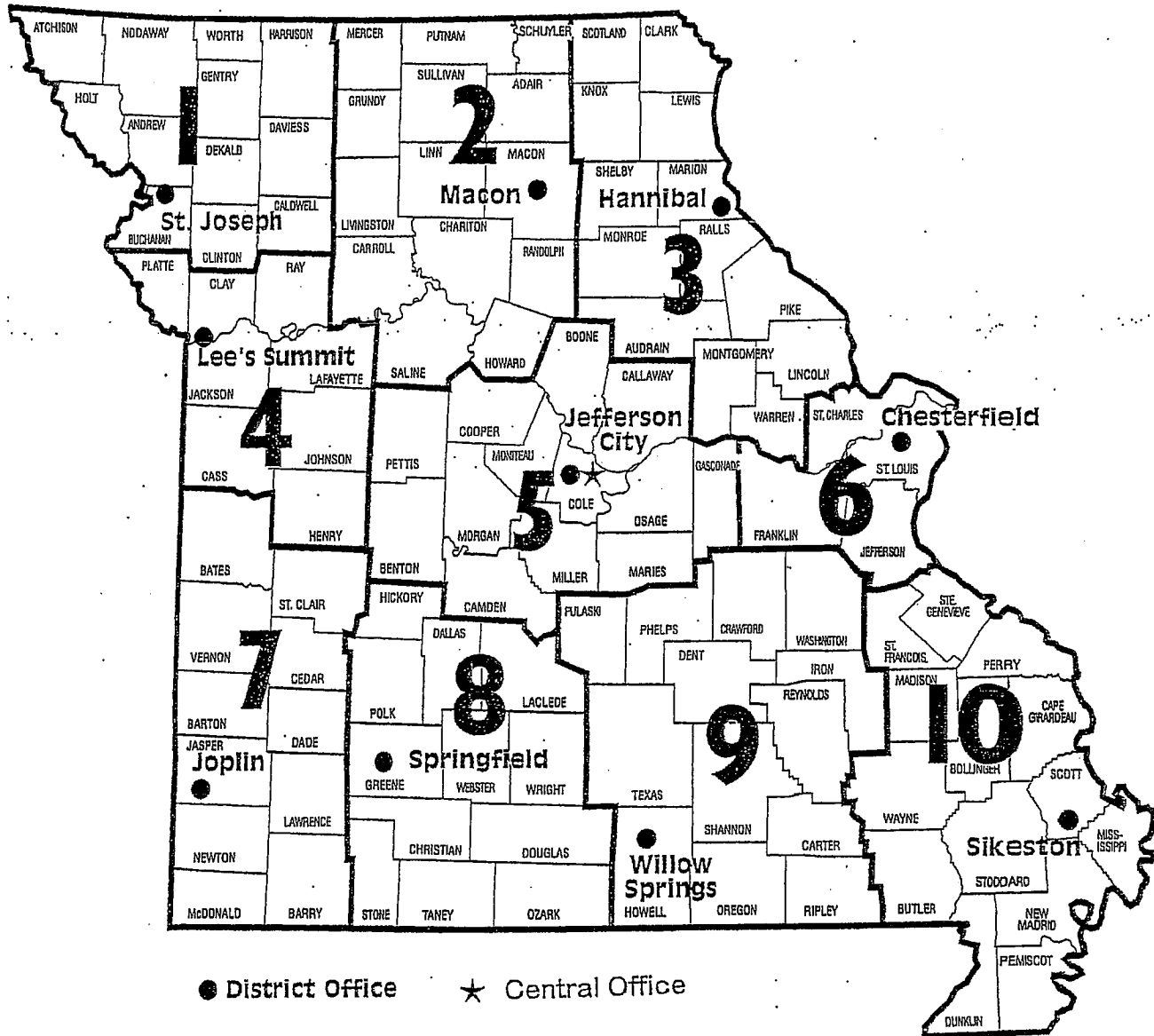
Mixers - Bituminous And Concrete	Posts
Mobile Hammer	Pothole Patcher-Truck Mounted
Mobile Office	Pre Wet Systems
Motor Oil	Pre-Engineered Structures
Motorgraders	Pressure Washers
Moving Services	Printing Service
Mower Parts	Printing Supplies
Mowers - Rotary/Side/Rear/Boom/Flail/Ditcher	Promotional Products
Mowers-Slope	Propane
Mud Jack Trailer	Property Survey
Multi-Station Digital Switching Communications System & Accessories	Public Official Bond
Office Supplies	Public Relations Services
Oil Absorbing Compound	Publishing Notices
Oils, Chain Saw	Pull Tarps
Overhead Doors	Pumps
Paint	Quarry - Rock/Sand/Limestone
Paint Brushes	Radio Console Dispatch
Paint System For Equipment; Yellow	Radios
Paint Truck - Nurse Truck	Rail Service
Paint, Asphalt Aluminum Asbestos Coating, Cold Roof Coating	Rainsuits
Paint; Bridge Silico Chromate	Real Estate Appraisals
Paint; High Solids Inorganic Zinc Silicate	Reflective Sheeting
Paint; Traffic-Yellow & White - Premix-Fast Dry-Etc.	Roll Up Signs
Paint-Calcium Sulfonate, Alkyd Or Aluminum Sulfate	Rollers
Panel Bridge	Roof Coverings
Passenger Cars	Rope
Passenger Cars-Enforcement Vehicles	Rubber Industrial Supplies
Pavement Marking Tape	Rubber Snow Plow Blades
Pavement Milling Machine	Safety Awards
Paver Shaver Grader Mounted	Safety Gloves
Paving And Surfacing	Safety Supplies
Perforated Steel Square Posts	Safety Vests
Pest Control	Salt Conveyor
Petroleum Equipment	Sanitary Sewerage System/Forcemain
Petroleum Supplies	Scrubs
Photo Lab Supplies	Security Access And Surveillance
Pickup Truck Fuel Conversion	Seeds
Pickups/Suv's	Sewer Cleaner
Plan Room	Sheet Metal
Plant Mix Bituminous Material	Sheltered Workshop
Plastic Barrels	Shoes/Boots/Footwear
Plastic Containers	Shot/Sand Blaster
Plastic Cylinder Molds	Shouldering Machine
Plow Bolts	Sign Blanks
Plumber, Plumbing	Sign Bolt Fasteners
Plywood	Sign Clamps
Polyethylene Pipe Liner	Silk Screen Machine
Polyethylene Trash Bags Type 2	Site Construction
Portable Crusher - Concrete & Asphalt	Snow Blower
Portable Electric Welders & Generators	Snow Plows
Portable Light Towers	Sodium Chloride
Portable Sign Stands	Specialties - See Comments
Portland Cement - East	Speed Control Signs
Portland Cement - West	Spray Injection Unit

Sprayer-Truck Mounted	Utility Services/Provider
Spraying Right Of Way For Johnson Grass	Utility Trucks - Including Service Bodies
Spraying Right Of Way For Thistles	Utility Trucks-Single And Tandem Axle
Spray-On Bedliners	Vans
Spreaders	Variable Message Signs
Stainless Steel Tanks	Vehicle Maintenance & Repairs
State Fair Promotional Items	Vending Services
Static Mixers (Bonding Agents)	Vinyl Siding
Steel & Metal	Warning Lights
Storage Shelving - Industrial	Waste Removal
Storage Tanks	Water Coolers
Street Flusher	Watercraft
Stripers	Weather Forecasting
Striping - Pavement Markings	Weighing Equipment
Structural Steel Posts And Pipe Posts	Welded Wire Mesh - Dowel Bars - Mesh Chairs
Surplus Property	Welder
Surveillance Cameras	Welding Gases & Equipment
Surveying Equipment	Well Driller/Water Distribution
Sweepers	Windows
Tarps	Wireless Communication Equipment
Telecommunications	Wood & Plastic Restoration & Cleaning
Telephone Specialties	Xylof Or Xylene
Temporary Staffing	
Thermometers-Industrial Type	
Thermoplastic Pavement Marking Material	
Tires/Wheels	
Towing	
Tractor	
Tractor Trailer	
Traffic Cones	
Traffic Safety Equipment	
Traffic Signal And Lighting Parts - Lamps, Luminaries	
Trailers	
Training Services	
Translator-Interpreter	
Transmission Fluid	
Transmissions	
Transportation & Facility Engineering Services	
Trap Rock Material - Porphyry - Joplin Chat	
Trash Bags	
Trash Pumps	
Trash Service	
Treated Lumber	
Treated Wood Sign-Posts	
Tree Trimming & Removal Services	
Trencher	
Trim Line Channelizers	
Truck Accessories	
Truck Hoists	
Trucking Service	
Type B Warning Lights	
Under Bridge Equipment	
Uniform Cleaning & Rental	
Utility & Power Generators	

Retain this insert for your information

Missouri Department of Transportation

District Outline Map



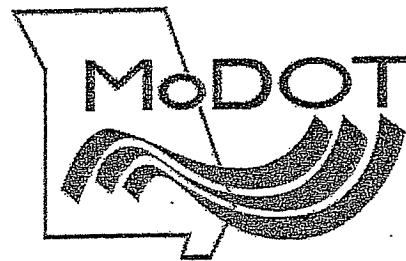
COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.
Adair.....	2	Cedar.....	7	Greene.....	8	Linn.....	2	Ozark.....	8	St. Louis.....	6
Andrew.....	1	Chariton.....	2	Grundy.....	2	Livingston.....	2	Pemiscot.....	10	Saline.....	2
Atchison.....	1	Christian.....	8	Harrison.....	1	McDonald.....	7	Perry.....	10	Schuyler.....	2
Audrain.....	3	Clark.....	3	Henry.....	4	Macon.....	2	Pettis.....	5	Scotland.....	3
Bary.....	7	Clay.....	4	Hickory.....	8	Madison.....	10	Phelps.....	9	Scott.....	10
Barton.....	7	Clinton.....	1	Holt.....	1	Marion.....	3	Pike.....	3	Shannon.....	9
Bates.....	7	Cole.....	5	Howard.....	2	Mercer.....	2	Platte.....	4	Shelby.....	3
Benton.....	5	Cooper.....	5	Howell.....	9	Miller.....	5	Polk.....	8	Stoddard.....	10
Bollinger.....	10	Crawford.....	9	Iron.....	9	Mississippi.....	10	Pulaski.....	9	Stone.....	8
Boone.....	5	Dade.....	7	Jackson.....	4	Monroe.....	3	Putnam.....	2	Sullivan.....	2
Buchanan.....	1	Dallas.....	8	Jasper.....	7	Monticau.....	5	Ralls.....	3	Taney.....	8
Butler.....	10	Daviess.....	1	Jefferson.....	6	Montgomery.....	3	Randolph.....	2	Texas.....	9
Caldwell.....	1	Dekalb.....	1	Johnson.....	4	Morgan.....	5	Ray.....	4	Vernon.....	7
Callaway.....	5	Dent.....	9	Knox.....	3	New Madrid.....	10	Reynolds.....	9	Warren.....	3
Camden.....	5	Douglas.....	8	Laclede.....	8	Newton.....	7	Ripley.....	9	Washington.....	9
Cape Girardeau.....	10	Dunklin.....	10	Lafayette.....	4	Nodaway.....	1	St. Charles.....	6	Wayne.....	10
Carroll.....	2	Franklin.....	6	Lawrence.....	7	Oregon.....	9	St. Clair.....	7	Webster.....	8
Carter.....	9	Gasconade.....	5	Lewis.....	3	Osage.....	5	St. Francois.....	10	Worth.....	1
Cass.....	4	Gentry.....	1	Lincoln.....	3			St. Genevieve.....	10	Wright.....	8

MISSOURI DEPARTMENT OF TRANSPORTATION
PROCUREMENT STAFF

GENERAL SERVICES - 830 MoDOT DRIVE, P.O. BOX 270, JEFFERSON CITY, MO 65102-0270			
NAME	TITLE	PHONE	FAX
David DeWitt	Deputy Administrative Officer (1320 Creek Trail)	(573)751-3720	(573)526-6948
Procurement			
Rebecca Jackson	CO General Services Manager (Purchasing)	(573)526-7930	(573)526-1218
Bridget Althoff	General Services Technician	(573)522-9746	(573)526-1218
Amy Bailey	Senior General Services Technician	(573)522-6188	(573)526-1218
Audrey Bunch	Procurement Agent	(573)526-7929	(573)526-1218
Janis Gieck	Senior General Services Technician	(573)751-3771	(573)526-1218
Terry Hartman	Purchasing Supervisor	(573)751-2044	(573)522-1218
Colleen Kliethermes	Senior General Services Technician	(573)526-7928	(573)526-1218
Leann Kottwitz	Senior General Services Specialist	(573)751-3685	(573)526-1218
Marian Kremer	Senior Office Assistant	(573)526-1431	(573)526-1218
Erin Moritz	General Services Specialist	(573)526-8194	(573)526-1218
Dee Pardue	Senior Office Assistant	(573)526-0760	(573)522-1218
Frankie Ryan	Procurement Agent	(573)522-9481	(573)522-1218
Brenda Tyree	Procurement Agent	(573)751-7482	(573)522-1218
Distribution Center			
Jack Huddleston	CO Distribution Center Stockroom Supervisor	(573)522-1329	(573)751-8729
	Senior Warehouse Supply Agent	(573)526-0522	(573)751-8729
Fleet (1320 Creek Trail Drive)			
Jeannie Wilson	CO General Services Manager (Fleet)	(573)526-1199	(573)522-1149
Warren Blanchard	Intermediate General Services Specialist	(573)526-2529	(573)522-1149
Barbara Burch	Senior General Services Specialist	(573)751-2873	(573)522-1149
Jerry Dunn	Intermediate General Services Specialist	(573)526-7932	(573)522-1149
Sara Graham	Senior General Services Technician	(573)751-4644	(573)522-1149
Randy Gregory	General Services Equipment Inspector	(573)751-4591	(573)522-1149
Wayne Hinkle	Senior GS Specialist (830 MoDOT Drive)	(573)526-1975	(573)522-1149
Reva Jones	General Services Specialist	(573)526-2744	(573)522-1149
Ralph Knipp	Inventory & Purchasing Coordinator	(573)526-4493	(573)522-1149
Alan Lepper	Intermediate General Services Specialist	(573)526-7931	(573)522-1149
DISTRICT 1 - 3602 NORTH BELT HIGHWAY, P.O. BOX 287, ST. JOSEPH, MO 64502			
Darrel Butcher	Procurement Supervisor	(816)387-2489	(816)387-2368
Brenda Christie	Procurement Agent	(816)387-2430	(816)387-2368
DISTRICT 2 - 902 N. MISSOURI STREET, P.O. BOX 8, MACON, MO 63552			
Judy Franke	Senior General Services Specialist	(660)385-8269	(660)385-1707
Sarah Forney	Senior Office Assistant	(660)385-8249	(660)385-1707
DISTRICT 3 - HIGHWAY 61 SOUTH, P.O. BOX 1067, HANNIBAL, MO 63401			
Tanya Dauma	Procurement Supervisor	(573)248-2486	(573)248-2468
Donna Drummond	Senior General Services Technician	(573)248-2487	(573)248-2468
District 4 - 600 NE COLBERN ROAD, LEE'S SUMMIT, MO 64086			
Robin Warren	Procurement Supervisor	(816)622-0054	(816)622-0070
Lori Coulter	Senior General Services Technician	(816)622-0056	(816)622-0070
DISTRICT 5 - 1511 MISSOURI BLVD., JEFFERSON CITY, MO 65109			
Corey Duemmel	Senior General Services Specialist	(573)526-6956	(573)526-6796
Connie Roadruck	Procurement Agent	(573)751-1450	(573)526-6796
Kelly Colter	Senior Clerk	(573)522-8719	(573)526-6796
District 6 - 1590 WOODLAKE DRIVE, CHESTERFIELD, MO 63017-5712			
Athena Nance	Procurement Supervisor	(314)301-1440	(314)301-1437
Teresa Mount	Intermediate General Services Specialist	(314)301-1431	(314)301-1437
Kristi Coppinger	General Services Technician	(314)301-1439	(314)301-1437
District 7 - 3901 EAST 32ND STREET, P.O. BOX 1445, JOPLIN, MO 64802			
Cathy Bay	Procurement Supervisor	(417)629-3223	(417)629-3226
Janet Doty	Senior General Services Technician	(417)629-3227	(417)629-3226
LeRoy Cockrell	Procurement Agent	(417)629-3404	(417)629-3226
District 8 - 3025 EAST KEARNEY, P. O. BOX 868, SPRINGFIELD, MO 65801			
Larry Sutton	Procurement Supervisor	(417)895-7703	(417)895-6704
	Procurement Agent	(417)895-7645	(417)895-6704
Richard Gardner	Senior General Services Technician	(417)895-7811	(417)895-7705
DISTRICT 9 - 910 SPRINGFIELD ROAD, P.O. BOX 220, WILLOW SPRINGS, MO 65793			
Gloria Perkins	Procurement Supervisor	(417)469-6256	(417)469-3449
Carmella Green	Procurement Agent	(417)469-6253	(417)469-3449
Marsha Lovan	Senior General Services Technician	(417)469-6255	(417)469-3449
District 10 - 2675 N. MAIN STREET, P.O. BOX 160, SIKESTON, MO 63801			
	Senior General Services Specialist	(573)472-5318	(573)472-5890
Brett Nelson	Senior General Services Specialist	(573)472-6605	(573)472-5890
William Bell	General Services Specialist	(573)472-5219	(573)472-5890

Doing Business with MoDOT

Guidelines for Vendors



General Services-Procurement
Missouri Department of Transportation

Objective

To clarify and guide you through the process of submitting bids/quotes/proposals and seeking MoDOT commodity and general services contracts, the Procurement Section of the Central Office General Services Division prepared this brochure. Contact any Central Office General Services Procurement staff member, or the local District Procurement Office staff, for further information or assistance with this process. Contact information can be found on MoDOT's internet site at http://www.modot.mo.gov/business/contractor_resources/NonHighway-ConstructionBids.htm.

Types of Solicitations - Definitions

REQUEST FOR PROPOSAL (RFP): A process used when purchasing specialized products and/or services when the award cannot be based on cost alone. An RFP uses subjective evaluation criteria in the award process. This allows a vendor to submit a response that takes into consideration the desired outcomes written in the solicitation. He or she can then formulate a response to meet the Requestors need, at the best value for MoDOT. RFP response documents are not open for public review until a final contract is awarded. Publishing RFP response information could impact MoDOT's ability to negotiate with the vendor of choice to our best advantage.

REQUEST FOR BIDS & QUOTES (RFB/RFQ): A bid or quote is for a specific item(s) or service where cost is the only evaluation factor. Vendors must submit a bid that meets or exceeds the requirements published in the request. RFB/RFQ information is available for public review at the time of the bid opening or receipt deadline date and time.

Procurement's Role in the Process: Procurement must ensure the entire process is performed in a fair and open competitive environment. They also ensure the process complies with all laws, regulations, policies and generally accepted public procurement guidelines. Additionally, the Procurement Agent/Buyer is the central point of information to the vendor community to make certain that all vendors are provided with the same information.

GETTING STARTED: The Vendor Data Form and MoDOT's Statewide Vendor Database

MoDOT's statewide vendor database is used by statewide MoDOT procurement to locate and notify vendors of bidding and RFP opportunities. Use the following steps to register as a MoDOT General Services vendor:

1. Log on to http://www.modot.mo.gov/business/contractor_resources/NonHighway-ConstructionBids.htm and download a copy of the vendor data form. This website also includes information regarding frequently asked questions (FAQs). The FAQ also lists commodities and services purchased by General Services.
2. IF YOU DO NOT HAVE WEB ACCESS, please call Central Office General Services at 573-526-1431 to request a copy of the vendor data form.
3. Complete the vendor data form and fax it to the number listed on the form. Once a completed form is received, General Services personnel will enter your company's information into the database. (You are not required to submit catalogs, brochures or product samples in order to have your company entered into the database.)

PLEASE UNDERSTAND THIS IS NOT THE SAME AS REGISTERING WITH OTHER STATE GOVERNMENT OFFICES. This is a "stand alone" database and does not interact with other agencies data systems.

If you are interested in Minority and/or Women-Owned Business certification information, please contact the Office of Administration, Office of Supplier and Workforce Diversity (phone: 573-751-8130 or toll free: 877-259-2963).

Receiving and Responding to Bids and RFP solicitations

When you receive notification of a bid, quote or proposal, you need to ensure that you do the following:

1. Check the date and time the bid/quote/proposal is due. Carefully note the address to which the bid/quote/proposal should be sent. MoDOT General Service offices are located around the state – your notification could come from either the Central Office (located in Jefferson City) or from any one of ten (10) districts located around the state.
2. If you decide not to submit a bid/quote/proposal, send the bid page back to MoDOT with a "NO BID" note written on the page, along with your company's name and address. This will keep your information updated in the database and lets us know that you are still interested in receiving bid/quote/proposal notifications.
3. Before submitting a bid/quote/proposal, make sure all required pages are signed and any additional information requested is included in the response.
4. If you have questions about the bid/quote/proposal documents, contact the Buyer listed on the request. It is important to get the most accurate and up-to-date information regarding the bid/quote/proposal requirements. DO NOT CONTACT ANY OTHER MoDOT EMPLOYEE, OTHER THAN THE BUYER.

Receipt and Review of Bid/Quote/Proposals

The General Services Buyer will review all documents received to ensure they are "responsive" and comply with the mandatory requirements of the solicitation. These mandatory requirements include, but are not limited to, the following:

1. Was it received on or before the listed date and time?
2. Were the documents signed as required?
3. Were all other mandatory requirements fulfilled?

BIDS: All bids determined to be "responsive" will be reviewed for award recommendation based on the lowest cost that meets the minimum requirements of the bid.

PROPOSALS: All proposals will be reviewed by the RFP evaluation team. This team will use the published subjective evaluation criteria to determine the best overall proposal that meets MoDOT's needs.

Award Recommendations

Based upon the products or services to be contracted, vendors recommended for final contract award may be required to submit additional information related to the following statutes, rules and regulations. MoDOT is required to ensure vendor compliance prior to final contract award.

1. All vendors, in-state and out-of-state, must be registered with the Missouri Secretary of State's office. For additional information please call 573-751-4153.
2. All out-of-state vendors, who will be providing a service within the state of Missouri, must obtain a "Transient Employer's Certificate" from the Missouri Department of Revenue. For additional information please call 573-751-0459.

3. All vendors, in-state and out-of-state, providing commodities and/or services, must obtain a "No Tax Due" letter from the Missouri Department of Revenue. For additional information please call 573-751-9268.

When your company has submitted the above information, the Buyer will continue with the award process. For certain types of solicitations, the award process could take an additional 4 weeks due to obtaining the Missouri Highways and Transportation Commission's (MHTC) approval.

Notification of Award

If you are awarded a MoDOT contract, you may be notified by one of several methods. These methods include but may not be limited to:

1. By telephone for purchases under \$3,000 that may be paid utilizing a Purchasing Card or purchase order.
2. Issuing and mailing the Contractor a purchase order.
3. The issuance for signature of a contract or agreement documents. After signing, the contractor returns the signed document and it may be sent to the MHTC for signature. Upon approval the Contractor will receive a Notice to Proceed letter and/or a purchase order.

MoDOT'S Purchasing Rules

MoDOT's General Service purchasing activities are governed by the Code of State Regulations (CSR) number 7-10, Chapter 11 and MoDOT departmental policy and procedures. Additional information about these rules, regulations and statutes can be found on the State of Missouri web site at www.mo.gov.

Pre-qualification of Products

For additional information on whether or not your product or service must be pre-qualified before offering it to MoDOT, please visit our website at http://www.modot.org/business/contractor_resources/products.htm.

Additional Information Resources for Vendors

- "Open Records Law" - RSMo. 610. MoDOT is also governed by the "Open Records Law". Requests for records will be provided in accordance with this statute and departmental procedure.
- Heartland PTAC: This procurement technical assistance center (PTAC), located in Joplin, Missouri, can provide additional resources. Their number is 417-625-9538.
- Missouri Procurement Assistance Centers. This PTAC is located in Columbia, MO, and can provide additional resources. Their number is 573-882-3597.

For other information related to Bids, Quotes or Proposals please visit our website at:
http://www.modot.mo.gov/business/contractor_resources/NonHighway-ConstructionBids.htm